

YOUR KEY TO ACCESSING INDUSTRY'S



### Financial Services

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### Do More with Less

btain more services and better results with fewer resources. If this idea sounds appealing, you need to learn more about the Financial Services Schedules available through the General Services Administration (GSA). Although today's Government financial managers must provide more financial information than ever before, they have fewer staff resources to do the work. GSA's family of professional Financial Services Schedules offers a solution to this problem. Auditing and Financial Management Services, Financial Asset Services, Business Information Services, and GSA SmartPay thoroughly address the needs of personnel in the Federal financial arena.

To ensure these Schedules accommodate the financial needs of the Federal government, GSA interviewed hundreds of potential users of these Schedules. The results of these interviews are reflected in the Financial Services offered, as well as in the quality and quantity of contractors available.

These contractors are available to assist with the following types of Financial Services:

- Compliance with the
  Government Performance
  and Results Act (GPRA), the
  Government Management
  Reform Act (GMRA), the
  Chief Financial Officers
  (CFO) Act, the Inspector
  General (IG) Act, and the
  Debt Collection
  Improvement Act (DCIA);
- Financial audits, economy and efficiency audits, program audits, cost recovery audits, and transportation audits;
- · Financial management;
- Budget formulation, execution, and monitoring;
- Accounting;
- Consumer and commercial credit reports;
- Evaluation, management, resolution, and disposal of various assets; and
- Purchase, travel, and fleetrelated card programs.

When you need resources, turn to the GSA Financial Services Schedules— specifically developed to save you time and money.

### A Complete Guide

The first part of this brochure details the types of services available under the Financial Services
Schedules; the second part describes the benefits of the Multiple Award
Schedules Program. Also included are inserts detailing ordering procedures for services and a sample blanket purchase agreement. The
GSA Financial Services Schedules provide the quickest and easiest way for Federal agencies to obtain the financial expertise they require.

# Auditing and Financial Management Services Auditing Services

Choose the smart and easy way to provide the financial information required by GPRA, GMRA, CFO Act, or IG Act. Use the GSA Auditing and Financial Management Services Multiple Award Schedule to reduce the workload.

You're required to provide more financial information than ever before. You need reliable financial and performance information to meet changing financial needs. We can help. GSA now offers a Multiple Award Schedule that provides Federal agencies with direct access to commercial experts in the auditing and financial management fields. Realizing too, that agencies have limited resources of staff and budgets, as well as varying needs, GSA has contracted with companies ranging from small-specialized firms to large international businesses.

What services
does the Auditing and
Financial Management
Services Schedule
actually provide?

#### Financial Audits SIN 872-1 (A)

**Examples of Financial Audits** include but are not limited to CFO Act financial statement audits, forensic audits conducted on behalf of the Office of the Inspector General as part of its responsibilities under the IG Act, cost incurred audits, and audits of financial statements prepared in conformity with standards of accounting discussed in the Statement of Federal Financial **Accounting Standards** (SFFAS). They also may include standards issued by the American Institute of Certified Public Accountants (AICPA).

### Financial Related Audits SIN 872-1 (B)

Examples of Financial Related Audits include audits of the following items:

- Segments of financial statements, financial information, budget requests, and variances between estimated and actual financial performance;
- Internal controls over compliance with laws and regulations, such as those governing the bidding for, accounting for, and reporting on grants and contracts;
- Internal controls over financial reporting and/or safeguarding assets; and
- Compliance with various laws and regulations.

### Performance Audits SIN 872-1 (C)

Examples of Performance Audits include but are not limited to economy and efficiency audits, such as those that determine whether sound business practices were followed, resources were used at an appropriate cost, and duplication of efforts was avoided; program and results audits such as those that determine whether a program achieved a desired level of performance, factors existed that inhibited the satisfactory performance of a program, or compliance with applicable laws and regulations was met; and program fraud audits.

### Other Miscellaneous **Activities of an Audit Organization** SIN 872-1 (D)

**Examples of Other** Miscellaneous Activities of an Audit Organization include but are not limited to creating questions for use at hearings, developing methods and approaches to be applied in evaluating a new or proposed program, and forecasting potential program outcomes under various assumptions without evaluating current operations.

### **Audit Related Training Services** SIN 872-1 (E) (i) and (ii)

**Examples of Audit Related** Training Services include but are not limited to course development and instruction required to support audits, reviews, and financial assessments; training in compliance with Government laws and Office of Management and Budget (OMB) circulars and bulletins; and training in internal controls.

### **Recovery Audits** SIN 872-1 (F)

Under Recovery Audits, contractors perform audits that identify overpayments made to vendors.

### **Transportation Audits** SIN 872-1 (G) (i) and (ii)

**Examples of Transportation** Audits include administrative reviews and examinations of transportation bills to ensure compliance with established rates, tariffs, quotations, agreements, and tenders. Transportation Audits can be performed either before payment (prepayment) or after payment (postpayment).



### Financial Management Services

### Accounting Services SIN 872-2 (A)

**Examples of Accounting** Services include but are not limited to transaction analysis and processing, data analysis and summarization, technical assistance in devising new or revised accounting policies and procedures, classification of accounting transactions, performance of special studies to improve accounting operations, resolution of accounting issues, implementation of audit findings, recovery reviews, assessment or enhancement of accounting internal controls, and improvement of operating efficiency and effectiveness.

### Budgeting Services SIN 872-2 (B)

Examples of Budgeting
Services include but are not
limited to assessing the current
budget formulation process,
improving or creating the
budget execution process,
conducting special reviews to
resolve issues with budget

formulation or budget execution, providing the technical assistance necessary to implement budgets, and reviewing budgetary controls.

### Financial Management Systems Services SIN 872-2 (C)

**Under Financial Management** Systems Services, contractors can assess and improve financial management systems, conduct A-127 system compliance reviews, help management implement corrective actions, document systems, identify systems requirements, plan and develop systems, assess the integrity of financial systems and related data, provide technical assistance in meeting agency financial management system requirements, and other such services.

## Financial Reporting & Analysis Services SIN 872-2 (D)

Under Financial Reporting & Analysis Services, contractors can assess and improve current financial reporting and analysis systems, develop new reporting formats and pro forma financial reports, provide technical assistance in meeting financial management reporting and analysis requirements, help improve and streamline reporting and analysis processes, analyze financial results, conduct costbenefit or other special financial analyses, enhance existing pricing and rate structures, etc.

### Financial Planning & Performance Measurement Services SIN 872-2 (E)

Under Financial Planning & Performance Measurement Services, contractors can provide services such as technical assistance in complying with the requirements of GPRA, help devise and implement performance measures, assist with strategic and operational financial planning, resolve audit recommendations and implement corrective actions, assess the adequacy of

strategic plans and related performance measures, review and improve current processes.

### Asset Management\* Services SIN 872-2 (F)

**Examples of Asset** Management Services include but are not limited to advisory services related to inventory management of government property, plants, equipment, and other agency assets; specialized reviews to assess the adequacy of controls, policies, and procedures; assessing agency compliance with asset management-related requirements; resolving audit recommendations; assisting management in implementing corrective actions; and performing special analyses and evaluations.

### Other Financial **Management Services** SIN 872-2 (G)

**Examples of Other Financial** Management Services include but are not limited to technical assistance related to managerial

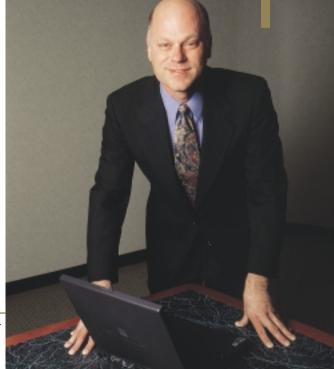
cost accounting or other special financial areas of interest, actuarial services, assisting with financial policy formulation and development, conducting special cost studies, assisting with quality assurance efforts, and performing benchmarking of financial activities and performance results.

### Financial Management Related Training Services SIN 872-2 (H) (i) and (ii)

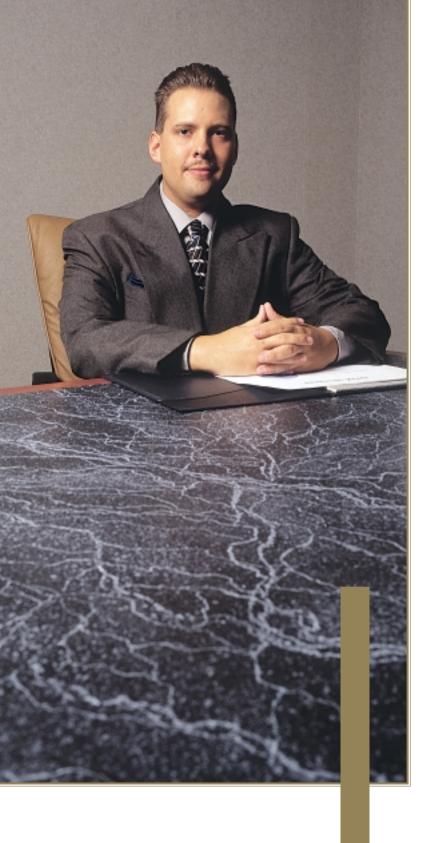
**Examples of Financial** Management Related Training Services include but are not limited to course development and instruction required to support reviews, financial assessments, and financial management activities; training in compliance with Government laws and OMB circulars and bulletins; and training in internal controls.

**Outsourcing Recurring** Commercial Activities for Financial Management Services SIN 872-2 (I)

**Examples of Outsourcing** Recurring Commercial **Activities for Financial** Management Services include but are not limited to billing services, payroll processing, application processing, claims processing, grant application management, loan application management, inventory management, and other financial management activities of an agency identified as recurring commercial activities.

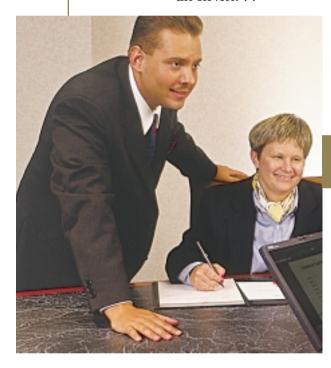


<sup>\*</sup>For sales of asset and loan servicing, see the financial asset services schedule on page 8.



n 1997 and 1998, the Library of Congress (LoC) suffered a well-publicized series of thefts. As a result, it needed to improve collection security but lacked the internal staff to accomplish the task. Consequently, the LoC turned to GSA's Schedules for Auditing and Financial Management Services and Management, Organizational & Business Improvement Services (MOBIS) to hire a skilled contractor for help. This contractor created a risk-based approach for identifying threats to the safeguarding of the LoC's collections. The contractor began the project by defining the risks related to safeguarding the collections and identifying which types of collections were more vulnerable to risks than others. Because the contractor was skilled in performance audits, it "understood the control environment and identified control weaknesses." After identifying the risks, the contractor conveyed them to LoC management and developed an action plan to address the weaknesses. Without the help of this GSA Schedule contractor, the LoC's collections still would be in danger.

ur office was the first organization to use the Auditing and Financial Management Services schedule for a financial statement audit contract. We have been exceptionally pleased with the service. . .



--William R. Barton Inspector General (OIG) U.S. General Services Administration



### Financial Asset Services

### Meet Federal Mandates with Direct Access to Industry Experts

The Financial Asset Services Schedule is the ideal tool to help you meet the requirements of the DCIA of 1996. This Schedule is a streamlined acquisition vehicle for obtaining the services of professional financial advisors who can assess your asset portfolio and advise you about what to keep, what to sell, or when to maintain partial ownership with a limited partnership agreement. Finally, after you make portfolio structure decisions, you can use the Schedule to manage, service, and sell various Government assets such as loans, revenue streams, real property, or intangible assets.

#### Program Financial Advisor Services SIN 621-1

Program Financial Advisor Services provide agencies with financial consulting services by taking a global view of an agency's asset portfolio; providing advice; implementing the design of the portfolio; and helping the agency manage, dispose of, and resolve various assets. The contractors on the Schedule can provide the agency with overall program development and management of an asset sales program, investment funds management, budget planning and analysis, credit reform analysis, marketing and asset resolution support, post-sale analysis, and training.

### Transaction Specialist SIN 621-2

A Transaction Specialist is
the deal maker who will assist
an agency in all asset
resolution-related areas, which
may include whole loan sales,
structured transactions,
securitization, equity
partnership/joint ventures,
restructuring/workout, auction,
real property sale (bulk or
individual), privatization,
public/private partnerships,
competitive sealed bids,
servicing and/or management,

investment fund management, equity monitoring, and closing and postclosing services.

### Due Diligence and Support Services SIN 621-3

Due Diligence and Support Services contractors provide agencies with full-scale services to create asset history files. The contractors on the Schedule can confirm the financial status and history of an asset offered for sale by researching tax liens, performing title searches, offering brokers' price opinions, and conducting property inspections. They can transfer gathered information and make it available in a war room, or offer it to potential bidders via the Internet. These services provide an agency with one-stop shopping services for obtaining complete asset history information with which to make portfolio management decisions.

### Loan and Other Asset Servicing/Management SIN 621-4

With Loan and Other Asset
Servicing/Management, an
agency can get the assistance
it needs to service, monitor,
and manage Government-held
loans and assets, such as bank
loans; single family and
multifamily project mortgage
loans; education, small business
or agricultural loans;
premiums; or other asset types.
In addition, contractors also
provide debt avoidance and
debt collection services.

### Equity Monitoring and Transaction Administration SIN 621-5

To achieve their varied objectives, Federal agencies employ a wide range of portfolio management and disposition strategies. Equity partnerships, securitization, and portfolio loan sales are just a few examples of the vehicles created by Federal agencies to resolve their asset bases. Equity oversight provides technical and advisory services to ensure that the ordering agency maximizes the net present value of its financial interest in its equity partnerships. Furthermore, most disposition strategies generate some level of need for the transaction administration services that are available under this schedule. Equity Monitoring and Transaction Administration services may include preclosing, interim, and postclosing support services; operational support; project and database management; financial- and accounting-related services; record management and file archiving; servicer and trustee oversight; customer service support; and problem resolution and claims administration.

### Professional Legal Services SIN 621-6

Professional Legal Services covers the full spectrum required for the resolution, management, and/or disposition of assets held by agencies of the Federal Government, Individual agency needs for legal services depend in part on the asset portfolio resolution strategy, such as whole loan sales, structured transactions, securitization, equity partnerships/joint ventures, restructuring/workout, auctions, real property sales (bulk or individual), privatization, public/private partnerships, and competitive sealed bids. Legal services also may be obtained to support servicing and/or asset management, investment fund management, equity monitoring, and closing and postclosing services. The range of legal expertise that the contractors on the GSA Schedule can provide includes: \*\*

- Asset transactions;
- Corporate law:
- Tax law;
- Bankruptcy law;
- Major project financing;
- Real estate law;
- · Securities law;
- · Contract law; and
- Mortgage banking law.

<sup>\*\*</sup> Professional Legal Services excludes litigation services.

### FINANCIAL ASSET SERVICES SUCCESS STORY FROM THE U.S. DEPARTMENT OF EDUCATION

The Debt Collection Service (DCS) serves as the U.S. Department of Education's defaulted student loan recovery entity. In that capacity, DCS holds a portfolio that currently includes nearly 3 million individual defaulted student loan accounts. The current outstanding balance of this portfolio stands at \$10 billion. DCS recovers \$1 billion annually.

DCS needed a firm that could provide program financial advisor services.

The firm would design and develop a comprehensive project plan with a multifaceted portfolio management/sales strategy—the end product being a stand-alone portfolio management/sales strategy.

DCS turned to GSA's Financial Asset Services Schedule to meet its needs immediately.

DCS issued a statement of work (SOW) to the contractors on Schedule, evaluated the submitted proposals, and awarded a task order to the firm that offered the best overall solution within 3 weeks.

The Financial Assets Services Schedule enabled DCS to get the financial asset expertise it needed with minimal administrative time and cost.

From identification of potential vendors to contract award took us less than three weeks! As we announced the final award, an additional surprise awaited us as vendor after vendor, [even] those who did not win the award, called to applaud the entire process and thank both our organization and GSA for the reduction in bid costs and the swiftness of the final decision. Our winning vendor produced an excellent, comprehensive analysis and future strategy and the relationship could not have been better.

--Jack Reynolds
Former Acting Director, Debt Collection Service
U.S. Department of Education

# SUCCESS STORY FROM THE SMALL BUSINESS ADMINISTRATION (SBA)

Our agency initially utilized the Financial Asset Services schedule to obtain the services of a program financial advisor to assist us with the development of SBA's asset sales program. We were so pleased with our ability to obtain a quality contractor via this streamlined acquisition program that the SBA has since solicited and awarded task orders for transaction financial advisors and we are looking to the schedule for due diligence services. After two very successful sales, we look forward to continuing and expanding our relationship with GSA and its [Financial Asset Services] program!

--Richard C. Blewett
Director, Asset Sales Division,
Small Business Administration (SBA)

### **Business Information Services**

Access to accurate, timely information helps your agency make responsible and sound business decisions. Industry experts under GSA contract collect, organize, and store financial and business information and provide the data to you in electronic, non-electronic, or customized formats. You may choose from the following reports:

- Consumer Credit Report;
- Address Verification Report;
- Skip Location Report;
- Public Information Report;
- · Mortgage Report; and
- Domestic and International Business Profile.

These different reports help you conduct background checks for hiring purposes, process business and consumer loan applications, obtain past performance history, and assess the financial stability of potential contractors.

**Electronic Business Information Services** SIN 559-22

Contractors provide an electronic transmission (excluding voice communication) of any and/or all of the reports mentioned above.

Non-Electronic Business **Information Services** SIN 559-23

Use Non-Electronic **Business Information Services** if your agency needs business information reports transmitted by other than electronic means.

Services Related Software SIN 559-24

**Business Information Services** Related Software enables access, data manipulation, or implementation. The BIS-related software under this special item number enables Federal agencies to acquire commercially available software in support of services offered under this Schedule.

#### Customization SIN 559-25

An agency with specific needs for business information services that are customized to meet its requirements can use the Customization special item number. Minor modifications to the contractor's standard

format for business information services do sometimes occur: however. customization involves services that exceed these minor modifications to the contractor's commercial standard format.



I urge you to take full advantage of the GSA Schedule contract if you need...services that are covered under them.

Use of the contract meets DoD goals to simplify the acquisition process while at the same time increasing the contracting officer's authority and ability to make sound business judgments.



--Eleanor R. Spector Former Director, Defense Procurement Office of the Under Secretary of Defense

### **GSA SmartPay**

By using GSA SmartPay, a multiple award contract, you can streamline the purchase of commercial goods and services as well as travel and fleet related expenses. Take a closer look at some of the many benefits and features available to GSA SmartPay users.

### **Special Benefits**

- Flexibility—An agency works with its provider to create a program that meets its unique needs.
- Choice—An agency chooses from among five providers.
- Performance-Based
   Refunds—By using GSA
   SmartPay, an agency receives refunds on its net charge volume.
- Streamlined Purchasing
   Process—An agency is no longer buried under mounds of paperwork.

Simplified Accounting—
 Financial operations are streamlined and costs are accurately allocated through electronic access systems.

#### Value-Added Features

- **Debit Cards**—Funds are debited directly from an agency account at the time the card is used.
- Stored Value Cards—Are issued in various dollar amounts and can be used repeatedly.
- Electronic Bill Payment—
   Payments processed on behalf of the Government.
- Prime/Preferred Vendor
   Programs—These programs
   migrate vendors to fully
   automated invoicing and
   payment.
- Convenience Checks—
   Allows an agency to issue a check on-the-spot to vendors

unwilling to accept the charge card.

### World-Class GSA SmartPay Contractors

Five contractors have been selected under the GSA SmartPay program: Bank of America, Bank One, Citibank, Mellon Bank, and U.S. Bank. These institutions are available-to provide Federal agencies with fleet, travel, and purchase cards and other related services.



### **GSA SMARTPAY SUCCESS STORY**

The size of the DoD acquisition workforce is 45 percent smaller today than it was in 1989. We had to simplify the acquisition process if we were to continue to provide the nation's soldiers, sailors, and airmen with timely delivery of quality supplies and services at affordable prices. The GSA SmartPay purchase card allowed the DoD to reengineer its internal business practices with a commercial payment process and state of the art technology—we are now buying commercial supplies and services smarter, faster, and cheaper.

--Bruce Sullivan
Director, DoD Purchase Card
Joint Program Management Office





### Using GSA Schedules Is Simple

### The Multiple Award Schedule (MAS)

A MAS is essentially a listing of awarded contractors that can be used by all Federal entities to achieve their missions. Since GSA already awarded the contracts, ordering agencies simply develop a task order request outlining the scope of work to be performed and invite Schedule contractors to respond. The contractor's response is usually split into two parts: technical and price. Ordering agencies determine which contractor is the best choice (see the "How to Place Your Order" insert located in the front pocket).

### It's that easy

The MAS Program mirrors commercial buying practices more than any other procurement process in the Federal Government. Thanks to acquisition reform, GSA provides customers access to

professional services at volume discount pricing on a direct delivery basis. This means you'll experience shorter procurement lead-times, lower administrative costs, and reduced internal staff hours devoted to obtaining these services. GSA designed the MAS Program with its customers in mind. It provides a vast array of commercial

items and services that can be purchased quickly and easily from the contractor of choice. Your agency receives fast, direct access to industry leaders in the area of professional financial services.



#### **Benefits For You**

GSA uses its aggregate purchasing power to obtain goods and services at the best value and passes these savings on to our customers.

### **Flexibility**

- A wide selection of service providers.
- Contractors on Schedule have various areas of specialization.

### **Cost and Time Savings**

- · Drastically reduced procurement lead-times and administrative costs.
- · Reduced internal manpower to obtain the services you need.
- · Pre-negotiated fair and reasonable pricing.
- Streamlined ordering procedures.

- The ability to negotiate additional discounts during task order placements.
- The Maximum Order (MO) Threshold was created to notify customers to ask for even greater discounts when their Schedule order exceeds the MO amount.
- There is NOT a maximum order limitation on any GSA Multiple Award Schedule.

#### **Peace of Mind**

- Compliance with all applicable regulations and competition requirements, including CICA and FAR Part 6.
- All contractors are technically qualified.
- Task Orders count towards socio-economic goals.

#### **Control**

- · Direct relationship between the ordering agency and the service provider.
- Total financial solutions provided by experts to meet the customer's various needs.



### Cutting the Red Tape

When placing orders under Federal Supply Schedule, ordering activities do not need to seek further competition, synopsize their requirements, make a separate determination of fair and reasonable pricing, or set aside for small business procurement. GSA has already determined that prices are fair and reasonable. By utilizing our Schedules, you can avoid the stress and work normally associated with conducting your own procurement.

### It Never Hurts to Ask for Extra Savings

The new price reduction clause allows contractors to offer you a price reduction on ANY service at ANY time. The reduction is based on individual circumstance such as ordering a large volume of services. Agencies may negotiate price reductions and Schedule contractors are free to offer spot discount pricing.

### Flexible Purchasing Option

If you are dealing with repetitive buys, Blanket Purchase Agreements (BPAs) are for you. By setting up a BPA, you save time and resources. Simplify ordering by processing a BPA once and then use it as your agency's needs present themselves. Setting up a BPA with a Federal Supply Schedule contractor is a convenient way to fill recurring needs while taking advantage of quantity discounts, saving administrative time, and reducing paperwork.

Agencies can locate the guidelines for establishing a BPA on the insert titled "How to Place Your Order" contained in the front pocket of this folder. For your convenience, we have also included an insert of a sample BPA. For further guidance on establishing a BPA, visit our online U-MAS Virtual Campus at fss.gsa.gov/schedules.



#### **Total Solutions**

For complex tasks, Contractor Teaming Arrangements are desirable from both a Government and industry perspective. Contractors complement each other's unique capabilities while offering Government agencies the best turnkey solutions based on a combination of performance, cost, and delivery of acquired services. Teaming can be conducted by contractors on the same Schedule or across multiple Schedules. See FAR 9.6 for more information.

### Small Business Means Big Business

The General Services
Administration and the Small
Business Administration (SBA)
strongly support the
participation of small business
concerns in the Federal Supply
Schedules Program. To
enhance small business
participation, SBA policy
requires agencies to include in
their procurement base and
goals the dollar value of orders
expected to be placed against
the Federal Supply Schedules,

and to report accomplishments against these goals. For more details, please visit http://www.sba.gov.

The Schedules E-Library contains information on business size and socio-economic status (go to fss.gsa.gov/services and click on the Schedules E-Library option).

This information should be used as a tool to assist ordering activities in meeting or exceeding established small business goals. It should also encourage consideration of small, small disadvantaged, 8(a) firms, and women-owned small businesses when making a best value determination.

### **Authorized Users**

The agencies and activities named below may use contracts established under Federal Supply Schedules:

- All Federal agencies and activities in the executive, legislative and judicial branches;
- Government contractors authorized in writing by

- a Federal agency pursuant to 48 CFR 51.1:
- Mixed ownership government corporations (as defined in the Government Corporation Control Act);
- The Government of the District of Columbia; and
- Other activities and organizations authorized by statute or regulation to use GSA as a source of supply.

### Geographic Coverage

All Federal Supply Schedules provide contractors the opportunity to offer worldwide coverage. Schedule contractors have three categories of geographic coverage to offer: (1)Domestic, which covers the 48 contiguous states; Washington, DC; Alaska; Hawaii and Puerto Rico (2) Worldwide, which covers delivery domestically AND overseas, and (3) Overseas only, which covers overseas destinations other than Alaska, Hawaii and Puerto Rico.

### So, Now You Know

. . . that acquiring financial expertise need not be time consuming, costly, or intimidating. Thanks to GSA's Financial Services Schedules, you can now obtain valuable financial expertise easily!

### **Need More Info?**

. . . visit our website for frequently updated information and publications: fss.gsa.gov/services

. . . or visit the Financial Services website at: fss.gsa.gov/services/financialsvcs.cfm

Call us at: 703-305-6658

### **Finding Available Contractors**

For more information about the FSS MAS program and awarded contractors, you can access our Schedules E-Library online.



BF	PA Number	Customer Name			
		er(s) , Blanket Purchase Agreements, the Contractor hase Agreement (BPA) EXCLUSIVELY WITH (ordering agency):			
1.	. The following contract items can be ordered usubject to the terms and conditions of the conspecial Item Numbers(s) (SINs)	under this BPA. All orders placed against this BPA are ontract, except as noted below:  Special BPA Discount/Price			
2.	. Delivery:  Destination  De	eliverables/Schedule of Delivery Dates			
3.	. The Government estimates, but does not guard will be	rantee, that the volume of purchases through this agreement			
4.	. This BPA does not obligate any funds.				
5.	. This BPA expires on or at the end of	f the contract period, whichever is earlier.			
6. The following office(s) is hereby authorized to place orders under this BPA:  Office Point of Contact					

- 7. Orders will be placed against the BPA via Electronic Data Interchange (EDI), FAX or paper.
- 8. Unless otherwise agreed to, all deliveries under this BPA must be accomplished by delivery tickets or sales slips that must contain the following information as a minimum:
  - a. Name of contractor;
  - b. Contract number;
  - c. BPA number:
  - d. Services ordered (Special Item Numbers);
  - e. Purchase order number:
  - f. Date of purchase;
  - g. Quantity, unit price, and extension of each item (unit price and extensions need not be shown when incompatible with the use of automated systems; provided, that the invoice is itemized to show the information); and
  - h. Date of delivery.
- 9. The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified within the purchase order transmission issued against the BPA.
- 10. The terms and conditions included in the BPA apply to all purchases made pursuant to it. In the event of an inconsistency between the provisions of this BPA and the Contractor's invoice, the provisions of this BPA will take precedence.

GSA offers a wide variety of financial service programs to provide assistance with audits, financial management, portfolio management, financial advisory services and business information services.

Audit Services/Financial Management Services					
SIN 872-1 (A) Financial Audits	SIN 872-1 (B) Financial Related Audits	SIN 872-1 (C) Performance Audits			
Includes financial statement and financial related audits. Examples are CFO Act Financial Statement Audits and Forensic Audits conducted on behalf of OIG as part of its responsibilities under the IG Act.  SIN 872-1 (D) Other Miscellaneous Activities of an Audit Organization Includes assisting a Government body in developing questions for use at hearings; developing methods and approaches to evaluate a new or a proposed program;	Includes audits of segments of financial statements; financial information; budget requests; and variances between estimated and actual financial performance. Audits of internal controls over compliance with laws and regulations, such as those governing the bidding for, accounting for, and reporting on grants and contracts. Audits of internal controls over financial reporting and/or safeguarding assets, including controls using computer-based systems. Audits of compliance with laws and regulations.  SIN 872-1 (E) (i) and (ii) Audit Related Training Services Includes planning and delivering audit related training services such as course development and instruction required to support the audit, review, and financial	Includes Economy and Efficiency Audits, Program Results Audits, and Program Fraud Audits.  SIN 872-1 (F) Recovery Audits  Audits performed to identify overpayments made to vendors. Overpayments include: duplicate payments; pricing errors; failure to			
or forecasting potential program outcomes under various assumptions without evaluating current operations.	assessment described herein; training in compliance with Government Laws, Office of Management and Budget (OMB) circulars and bulletins; and training in internal controls.	provide applicable discounts, rebates or other allowances; and inadvertent errors.			
SIN 872-1 (G) (i) and (ii) Transportation Audits	SIN 872-2 (A) Accounting	SIN 872-2 (B) Budgeting			
(i) Prepayment Transportation Audits (Administrative Review and Rate Examination of Government Transportation Billing of Documents Prior to Payment), and (ii) Postpayment Transportation Audits (for use when pre-payment transportation audits are not acceptable).	Includes transaction analysis; transaction processing; data analysis and summarization; technical assistance in devising new or revised accounting policies and procedures; classifying accounting transactions; performing special studies to improve accounting operations; resolving accounting issues; resolving and implementing audit findings; recovery reviews; assessing or enhancing accounting internal controls; improving operating efficiency and effectiveness; or applying information technology to provide better or more timely service.	Includes assessing and improving the budget formulation process; assessing and improving the budget execution process; conducting special reviews to resolve budget formulation or budget execution issues; providing technical assistance to improve budget preparation or execution processes and related systems; reviewing budgetary controls; assistance with implementing corrective actions; and applying information technology to streamline/improve budget-related activities.			

### AUDIT SERVICES/FINANCIAL MANAGEMENT SERVICES

### SIN 872-2 (C) Financial Management Systems Services

Includes assessing and improving financial management systems; conducting A-127 system compliance reviews; conducting other system assessments to improve operating efficiency, effectiveness, controls, and system performance; assistance with implementing corrective actions; documenting systems; identifying systems requirements; planning and developing systems; assessing the integrity of financial systems and related data; providing technical assistance in meeting agency financial management system requirements, etc.

### SIN 872-2 (F) Asset Management Services

Includes providing technical assistance in assessing and improving current asset management processes relating to cash management, inventory management, government property, plant and equipment, and other agency assets; conducting specialized reviews to assess adequacy of controls and policies and procedures; assessing agency compliance with asset management related requirements; resolving audit recommendations and assistance with implementing corrective actions; performing special analyses and evaluations. Excludes the sale of assets or loan/asset servicing (offered under SIN 621-4).

### SIN 872-2 (I) Outsourcing Recurring Commercial Activities for Financial Management Services

Includes billing services, payroll processing, application processing, claims processing, grant application management, loans application management, inventory management, and other related recurring commercial activities.

### SIN 872-2 (D) Financial Reporting & Analysis Services

Includes assessing and improving current financial reporting and analysis; developing new reporting formats and pro-forma financial reports; providing technical assistance to meet agency financial management reporting and analysis requirements; assistance in improving and streamlining reporting and analysis processes and related procedures; assistance in corrective actions; analyzing financial results; conducting cost-benefit or other special financial analyses; analyzing and/or enhancing existing pricing and rate structures.

#### SIN 872-2 (G) Other Financial Management Services

Includes providing technical assistance related to managerial cost accounting or other special financial areas of interest; assisting in financial policy formulation and development; conducting special cost studies; assisting with quality assurance efforts; performing bench marking of financial activities and performance results.

### SIN 872-2 (E) Financial Planning & Performance Measurement Services

Includes providing technical assistance to comply with the requirements of the GPRA; devising and implementing performance measures and related processes and systems; assisting with strategic and operational financial planning; resolving audit recommendations and assisting with implementation of corrective actions; assessing the adequacy of strategic plans and related performance measures; reviewing and improving current processes and related procedures and systems.

### SIN 872-2 (H) (i) and (ii) Financial Management Related Training Services

Includes planning and delivering financial management training, including course development and instruction required to support the review, financial assessment, and financial management activities; training in compliance with Government Laws, Office of Management and Budget (OMB) circulars and bulletins; and training in internal controls.

Financial Asset Services					
SIN 621-1 Program Financial Advisor Services	SIN 621-2 Transaction Specialist	SIN 621-3 Due Diligence and Support Services			
Assisting agencies on cross-cutting issues, asset marketability, program development, trust or other monetary fund management/benefit administration, and addressing any other considerations regarding the resolution of an asset or portfolio of assets; advising, analyzing and making strategic recommendations as to the management and/or sale of an agency's asset(s) or the placement and management of an agency's funds; conducting sales and providing marketing expertise, credit reform and post sales analyses, and training.	Assisting agencies in all asset resolution related areas including valuation/pricing, portfolio stratification, restructuring and disposition strategies which best meet agency goals; recommend as to the best execution and conduct a sale or other disposition vehicle; provide marketing expertise, budget and credit reform analysis, and training.	Assisting agencies in the confirmation and validation of specific elements of an agency's portfolio of assets; collecting and organizing data from an agency's files or a third party source, creating asset inventory database, providing support for asset sales (e.g., asset valuations, investor war room and asset packaging, and closings), developing quality/information controls and training.			
SIN 621-4 Loan and Other Asset Servicing/Management	SIN 621-5 Equity Monitoring and Transaction Administration	SIN 621-6 Professional Legal Services			
Assisting agencies in servicing, monitoring and maintaining loans/assets; servicing of troubled loans that may include borrower negotiations, restructuring, foreclosure and supervision of the sale of the collateral and workout agreements; and providing collection services.	Assisting agencies in overseeing and monitoring agencies' financial interest in its equity partnerships by providing technical support and advisory services; ensure accountability by overseeing and monitoring cash management, asset management and investor reporting.	Assisting agencies with the full spectrum of professional legal support required for the resolution, management and/or disposition of assets held by the Federal government.			
E	Business Information Services				
SIN 559-22 Electronic Business Information Services	SIN 559-23 Non-Electronic Business Information Services	SIN 559-24 Business Information Services Related Software			
Electronic transmission (excluding voice communication) of consumer credit reports, address verification reports, skip location reports, public information, domestic business profile, international business profile, mortgage reports, supplemental credit reference reports, bond rating, managed fund rating, institutional ranking, data processing for (credit/financial) credit scoring, merged credit files, credit risk assessment and miscellaneous business information services.	Transmission of business reports identified under SIN 559-22 by other than electronic means.	Computer software that allows agencies to access and/or manipulate data within business information reports.			
SIN 559-25 Customization					
Involves services that exceed minor modifications to a standard business information services format that are normally available to the contractor's commercial customers without additional charge.					

### Procedures for services priced on GSA Schedules at hourly rates

FAR 8.402 contemplates that GSA may occasionally find it necessary to establish special ordering procedures for individual Federal Supply Schedules or for some Special Item Numbers (SINs) within a Schedule. GSA has established special ordering procedures for services that require a Statement of Work. These special ordering procedures take precedence over the procedures in FAR 8.404 (b)(2) through (b)(3).

GSA has determined that the prices for services contained in the contractor's price list applicable to this Schedule are fair and reasonable. However, the ordering office using this contract is responsible for considering the level of effort and mix of labor proposed to perform a specific task being ordered and for making a determination that the total firm-fixed price or ceiling price is fair and reasonable. When ordering services, ordering offices shall—

- 1. Prepare a Request (Request for Quote or other communication tool):
  - A. A statement of work (a performance-based statement of work is preferred) that outlines, at a minimum, the work to be performed, location of work, period of performance, deliverable schedule, applicable standards, acceptance criteria, and any special requirements (i.e., security clearances, travel, special knowledge, etc.) should be prepared.
  - B. The request should include the statement of work and request the contractors to submit either a firm-fixed price or a ceiling price to provide the services outlined in the statement of work.

    A firm-fixed price order shall be requested, unless the ordering office makes a determination that it is not possible at the time of placing the order to estimate accurately the extent or duration of the work or to anticipate cost with any reasonable degree of confidence. When such a determination is made, a labor hour or time-and-materials quote

- may be requested. The firm-fixed price shall be based on the prices in the schedule contract and shall consider the mix of labor categories and level of effort required to perform the services described in the statement of work. The firm-fixed price of the order should also include any travel costs or other direct charges related to performance of the services ordered, unless the order provides for reimbursement of travel costs at the rates provided in the Federal Travel or Joint Travel Regulations. A ceiling price must be established for labor-hour and time-and-materials orders.
- C. The request may ask the contractors, if necessary or appropriate, to submit a project plan for performing the task, and information on the contractor's experience and/or past performance performing similar tasks.
- D. The request shall notify the contractors what basis will be used for selecting the contractor to receive the order. The notice shall include the basis for determining whether the contractors are technically qualified and provide an explanation regarding the intended use of any experience and/or past performance information in determining technical qualification of responses.

### 2. Transmit the Request to Contractors:

- A. Based upon an initial evaluation of catalogs and price lists, the ordering office should identify the contractors that appear to offer the best value (considering the scope of services offered, pricing and other factors such as contractors' locations, as appropriate).
- B. The request should be provided to three (3) contractors if the proposed order is estimated to exceed the micro-purchase threshold, but not exceed the maximum order threshold. For proposed orders exceeding the maximum order threshold, the request should be provided to additional contractors that offer services that will meet the agency's needs. Ordering offices should strive to minimize

the contractors' costs associated with responding to requests for quotes for specific orders. Requests should be tailored to the minimum level necessary for adequate evaluation and selection for order placement. Oral presentations should be considered, when possible.

3. Evaluate Responses and Select the Contractor to Receive the Order:

After responses have been evaluated against the factors identified in the request, the order should be placed with the schedule contractor that represents the best value. (See FAR 8.404)

The establishment of Federal Supply Schedule Blanket Purchase Agreements (BPAs) for recurring services is permitted when the procedures outlined herein are followed. All BPAs for services must define the services that may be ordered under the BPA, along with delivery or performance time frames, billing procedures, etc. The potential volume of orders under BPAs, regardless of the size of individual orders, may offer the ordering office the opportunity to secure volume discounts. When establishing BPAs ordering offices shall—

Inform contractors in the request (based on the agency's requirement) if a single BPA or multiple BPAs will be established, and indicate the basis that will be used for selecting the contractors to be awarded the BPAs.

A. SINGLE BPA: Generally, a single BPA should be established when the ordering office can define the tasks to be ordered under the BPA and establish a firm-fixed price or ceiling price for individual tasks or services to be ordered. When this occurs, authorized users may place the order directly under the established BPA when the need for service arises. The schedule contractor that represents the best value should be awarded the BPA. (See FAR 8.404)

B. MULTIPLE BPAs: When the ordering office determines multiple BPAs are needed to meet its requirements, the ordering office should determine which contractors can meet any technical qualifications before establishing the BPAs. When multiple BPAs are established, the authorized users must follow the procedures in (2)(B) above and then place the order with the Schedule contractor that represents the best value.

Review BPAs periodically: Such reviews shall be conducted at least annually. The purpose of the review is to determine whether the BPA still represents the best value. (See FAR 8.404)

- 4. The ordering office should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price.
- 5. When the ordering office's requirement involves both products as well as executive, administrative and/or professional services, the ordering office should total the prices for the products and the firm-fixed price for the services and select the contractor that represents the best value. (See FAR 8.404)
- 6. The ordering office, at a minimum, should document orders by identifying the contractor from which the services were purchased, the services purchased, and the amount paid. If other than a firm-fixed price order is placed, such documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For agency requirements in excess of the micro-purchase threshold, the order file should document the evaluation of Schedule contractors' quotes that formed the basis for the selection of the contractor that received the order and the rationale for any trade-offs made in making the selection.

HOW PLACE YOUR ORDER

Awarded non-labor hour costs are comprised of the components which are listed in the individual price list of awarded contractors and are directly applicable to the service as described. Agency orders for services described may alter the type, quality, and timing of each component and thus result in a lower price for specific requirements. The contractor is advised that based on the specific task identified at the task order level, it may use Clause 552.238-76, Price Reduction, to provide a proposed fixed price to the agency to more accurately reflect the actual work required. Orders may not exceed the awarded non-labor hour costs as specified above without a modification to this contract.

#### General Guidelines To Keep In Mind

Remember, ordering offices should give preference to small business concerns when two or more contractors can provide the services at the same firm-fixed price or ceiling price. When the ordering office's requirement includes both products and professional services, the ordering office should total the prices for the products and the services and select the contractor that represents the best value in terms of meeting the agency's total needs.

#### Documentation

Customers are to make the best value selections. They are not required to develop formal evaluation plans or scoring schemes for task orders. The ordering office, at a minimum, should document orders by identifying the contractor from whom the services were purchased, and the amount paid. If other than a firm-fixed price order is placed, the documentation should include the basis for the determination to use a labor-hour or time-and-materials order. For requirements in excess of the micro-purchased threshold, the order file should document the evaluation of Schedule contractors' proposals

that formed the basis for the selection of the contractor that received the order and the rationale for the best value selection. For further guidance, or to attend an online class at our U-MAS Virtual Campus, please visit our Schedules website:

#### fss.gsa.gov/schedules

Remember, Blanket Purchase Agreements (BPAs) offer an easy-to-use, flexible purchasing option. Setting up a BPA with a Federal Supply Schedule contractor is a way to fill recurring needs while taking advantage of quantity discounts, saving administrative time and reducing paperwork.

# HOW TO PLACE YOUR ORDER

Name Title Dept./Agency		
Bureau/Office		
Street  Business/Room No./Mail Stop  City/State/Zip  Tel Fax  E-mail  Please let us know what other types of professional services your agency is interested in:  Marketing, Media & Public Information Services  Professional Engineering Services  Government Wide Employee Relocation Services  Airline City Pairs	<b>≡</b> GSA <sup>*</sup>	
☐ Domestic Express Small Package Delivery Services	program updates!	



### **BUSINESS REPLY MAIL**

FIRST-CLASS MAIL PERMIT NO. 12710 WASHINGTON DC

POSTAGE WILL BE PAID BY ADDRESSEE

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U.S. General Services Administration Federal Supply Service Services Acquisition Center Washington, DC 20406

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